

VHA Executive Career Field (ECF)
Candidate Development Program
2004B Class

APPLICANT OPENING DATE: January 30, 2004

APPLICANT CLOSING DATE: February 27, 2004 applicant's must submit their application to their parent organization (VISN or VHA CO Office) for endorsement.

FINAL DUE DATE: VISN'S and VHA CO Offices must review, endorse and submit applications from within their organization to the HPDM Program Office NLT March 15, 2004.

I. Purpose: To invite applications and set forth the procedures used for the identification and selection of candidates for nomination for the VHA Executive Career Field Candidate Development Program.

II. Structure:

- a. Program Goal: The goal of the ECF Candidate Development Program is to enhance the leadership development of high potential employees who are currently in mid-management and equivalent senior staff positions in medical centers, VISNs and CO, who are interested in advancing to the next level of the VHA organization. While it is anticipated that individuals who complete this 2-year program will have an excellent opportunity for advancement, such advancement is not guaranteed. Participants will remain in their current position or any other position they are appointed to while in the training program.
- b. Target Positions: The Program helps to prepare individuals for executive positions such as medical center/HCS Associate Director, Director, Chief of Staff, Associate Director for Patient Care Services, Nurse Executive, VISN senior management and staff positions, and VHACO program director and senior staff positions.

III. Application Procedures:

- a. The applicant must complete their portion of the ECF Candidate Development Program application form (can be downloaded from the VHA Succession Planning website at <http://vawww.va.gov/succession> . Applicants must forward their application through the appropriate levels of management for their respective parent organization (i.e.: VHA CO employees in the field must have the endorsement of their VHA CO parent organization rather than through the field offices which host them).
- b. The applicant must submit the application in hard copy to the Facility Director, VISN Supervisor, or VA Central Office (VACO) Program Director, so they must complete the required assessment and endorsement within the application.

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- c. The hard copy must be forwarded to the VISN Director, or next higher level at VACO, so they may complete the second level assessment and endorsement within the application.
- d. Both management levels must endorse the application for it to be submitted for consideration. Lack of endorsement at either level should be communicated to the applicant with feedback about developmental improvements or enhancements needed. Lack of endorsement at either level will prevent the application from going forward for panel assessment and rating.

IV. Selection of Candidates into the ECF Candidate Development Program:

- a. Application Requirements and ECF program Information:
 - Completed Application for ECF Candidate Development Program containing two levels of endorsement. Medical Center level applicants must obtain the endorsement of their Director and Network Director. VISN and VHA CO Office applicants must obtain endorsement from their direct supervisor and Network Director or Chief Officer as appropriate.
 - The ECF Application form and information on the ECF program can be found on the VHA Succession Planning web site at:
<http://vawww.va.gov/succession/ecfdevel.cfm>
 - The ECF application requires that Part II – Core Competency Assessment be completed in the Performance Based Interview (PBI) format. General information about PBI can be found at: www.va.gov/pbi.
- b. Candidates will be selected from among Title 5, GS-13 and 14 (GS-15 service chiefs or equivalent positions below the triad/quadrat level are also eligible); Title 38, Nurse IV and V; and other Title 38 occupations, Senior and Chief grade.
- c. Applications are screened for technical completeness. Incomplete or untimely applications will automatically be eliminated from further screening and returned to applicant.
- d. Applicants may only submit applications if they can commit to attending training during the dates noted below. HCLI graduates do not need to commit to the HCLI sessions, only the Overview of ECF session:

Exec. Career Field Overview	June 7-11, 2004
HCLI, Session B, Week One	August 22-27, 2004
HCLI, Session B, Week Two	October 31- November 5, 2004
HCLI, Session B, Week Three	January 23-26, 2005
ECF Mentorship Program	January 27-28, 2005
- e. VISN and CO Offices submit completed, signed and endorsed applications to by March 15, 2004:
Nancy Fadel – HPDM
Director, VHA HPDM Program Office
Division of VHA Management Support Office (10A2B)
55 N. Robinson Avenue, Suite 1064
Oklahoma City, OK 73102

- f. Applications will be rated by a minimum of three panel members, consisting of various organizational elements of VHA at the executive (SES or equivalent) level will review applications and assign scores. Applicants rating the highest based on a combination of all factors are forwarded to the VHA Executive Resources Board (ERB) and then to the National Leadership Board (NLB) for approval of the recommended ECF Candidate list. Those who are not referred are provided timely feedback to indicate areas for further individual development.

V. Developmental Training Procedures:

Training will consist of the following types of activities: didactic classes; mentor assignment with a Senior Executive/Manager outside of one's parent organization; web-based self assessments; ECF Assessment Center as a developmental opportunity; preceptor assignment with a local Senior Executive/Manager; independent study; completion of developmental assignments at the local, VISN and National level as appropriate. Detailed information can be found at the VHA Succession Planning website noted above.

VI. For Further Information Contact: Nancy Fadel, Director, VHA HPDM Program Office and ECF Program Administrator, at 405-552-4331 and Susie Riedthaler, VHA HPDM Program Staff Assistant at 405-552-4330. Questions may all be asked via email to the Outlook email group titled: EES ECFGroup.